

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 031-09**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** **PROCUREMENT/REALTY SPECIALIST**  
**FSN-820-10\*; FP-05\*\* (FULL PERFORMANCE LEVEL)**  
  
**or**

**PROCUREMENT/REALTY SPECIALIST**  
**FSN-820-09\*; FP-05\*\* (Training/Developmental Level)**

**PROCUREMENT/REALTY SPECIALIST**  
**FSN-820-08\*; FP-06\*\* (Training/Developmental Level)**

**PROCUREMENT/REALTY SPECIALIST**  
**FSN-820-07\*; FP-07\*\* (Training/Developmental Level)**

**OPENING DATE:** July 16, 2009

**CLOSING DATE:** July 30, 2009

**WORKING HOURS:** **FULL-TIME; 40 hours per week**  
**(Occasionally may be required to work evenings and weekends)**

**SALARY:** **Full Performance Level:**

**\*\* Not-Ordinarily Resident (NOR):**  
**Position Grade: FP-05 {Steps 5 through 14}**  
**Salary range: US\$ 47,625 p.a. – US\$ 62,140 p.a.**

**\* Ordinarily Resident (OR):**  
**Position Grade: FSN-10**  
**Starting Salary: KD 11,619 p.a.**

**\*\* Final grade/salary to be determined by**  
**HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on**  
**the qualifications of the applicant.**

**Training/Developmental levels:**

**\*\* Not-Ordinarily Resident (NOR):**  
**Position Grade: FP-05 {Steps 1 through 4}**  
**Salary range: US\$ 42,314 p.a. - US\$ 46,238 p.a.**

**\* Ordinarily Resident (OR):**  
**Position Grade: FSN-9**  
**Starting salary: KD 9,419 p.a.**

**\*\* Final grade/salary to be determined by**  
**HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on**  
**the qualifications of the applicant.**

**Training/Developmental levels:**

**\*\* Not-Ordinarily Resident (NOR):**  
**Position Grade: FP-06**  
**Starting salary: US\$ 37,828 p.a.**

**\* Ordinarily Resident (OR):**  
**Position Grade: FSN-08**  
**Starting salary: KD 8,576 p.a.**

**\*\* Final grade/salary to be determined by**  
**HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on**  
**the qualifications of the applicant.**

**Training/Developmental levels:**

**\*\* Not-Ordinarily Resident (NOR):**

**Position Grade: FP-07**

**Starting salary: US\$ 33,817 p.a.**

**\* Ordinarily Resident (OR):**

**Position Grade: FSN-07**

**Starting salary: KD 7,197 p.a.**

**\*\* Final grade/salary to be determined by  
HR/OE – NEA/EX/HRD**

**\* Actual grade and salary will be based on  
the qualifications of the applicant.**

**Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.**

**Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

**Note: USEFMs and EFM's defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.**

The U.S. Embassy in Kuwait is seeking an individual for the position of a Procurement/Realty Specialist in the Office of Military Cooperation, Kuwait located in Surra Area.

**BASIC FUNCTION OF THE POSITION**

The incumbent of this position works under supervision from OMC-K Contracting Officer. S/he is responsible for initiating market research and acquisition planning to acquire services, supplies and to lease and administer the leases of approximately 100 real properties.

Duties include:

- **Acquisition of supplies and services include:** Market research; purchase of commercial and non-commercial supplies, services, and leases; with direction of Contracting Officer initiates contracts, purchase orders and uses a Government Purchase Card for a wide divergence of commercial supplies and services to include: information technology support, cell phone services, vehicle procurement and maintenance to support approximately 80 government owned vehicles, insurance, repair and maintenance services, tools, office supplies, sporting goods, and household furnishings.
- **Lease responsibilities include:** Initiation of searches to acquire real property leases; coordination and lease approval from the U.S. Embassy Regional Security Officer; obtaining an independent certified appraisal for each property; preparing a negotiation position based on a market survey and independent appraisal assessment; negotiation of property modifications and lease price; terms and conditions with property owners; prepares all lease documents to include leases, certification of ownership and Price Negotiation Memorandum.
- Ensures contracting actions for services and supplies comply with legal and regulatory requirements and meet customer needs by interfacing with U.S. Embassy General Service Office, Staff Judge Advocate for OMC-K and Camp Arifjan contracting offices, Contracting Committee for Camp Arifjan and the Contracting Officer.

- Ensures lease actions comply with legal and regulatory requirements by interfacing with OMC-K Staff Judge Advocate, Savannah U.S. Army Corp of Engineers Legal office and Contracting Officer and OMC-K Contracting Officer.
- Continually evaluates the Kuwaiti housing market for price and availability. Evaluates properties for compliance with established security requirements, potential maintenance problems, and suitability for the projected occupants.
- Inputs contract actions through Computer Assisted Reporting to a central data base for contract reporting and documentation. Administers active contracts and real property leases to include performing contract closeout.
- Prepares and types in final form a variety of request for quotations or proposals, purchase orders, delivery orders, modifications, amendments, reports, correspondence, and completes a variety of blank forms in support of above tasks. Utilizes automated equipment with various software programs to prepare reports.
- Receives lease invoices and prepares necessary documentation for contracting officer's signature and transmits completed documents to finance. Interfaces with Budget Officer for funding documents and coordinates with finance for payments of supplies and real property leases.
- Provides advice on fair market value, methods of acquisition, barriers inherent in certain types of ownership, and other complicating factors (e.g., security, force protection, etc.). Researches the ownership of properties prior to lease execution.

## **QUALIFICATIONS REQUIRED:**

1. Possession of a Bachelor's degree or completion of 24 semesters in Accounting, Business Finance and Law, Contracts, Purchasing, Economics, Industrial Management, Marketing or Quantitative Methods.
2. Minimum one year of leasing and/or procurement experience.
3. Level IV (Fluent) in English and Arabic. Ability to translate and type in both the languages. (Language skills will be tested)
4. Skill in the use of computer programs such as MS Word and MS Excel. (Computer skills will be tested).
5. Knowledge of Kuwait housing regulations and real estate leasing practices; knowledge of the mission, Kuwaiti law and culture.
6. Possession of a valid Kuwaiti driver's license.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: COB July 30, 2009**

**An equal opportunity Employer**

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.